# Katrina Kate Dianne D. Punay

# Kevin Klyde E. Mata

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.. Can make charts,

Copy and paste

Type

Print

Copy and paste information from the internet

Copy and paste pictures from the internet

Change styles, fonts, colors, put shadows, higlights

Align paragraphs

Replace, find, select

Cut

Save files

Save and send

Strikethrough, underline, bold, italic

Insert footnote

Insert endnote

Find synonyms

Insert caption

Update table

Add text

Mark entry

Mark citation

Layout

Add columns

Adjust size

Adjust margins

Line numbers

Adjust spacing

Wrap text

Crop pictures

Add effects

Landscape, or portrait

Select recipients

Print layout

Full screen reading

Zoom in, zoom out

Translate

Word count

Research

Check spelling and grammar

Compare

Accept and reject

Track changes

Restrict editing

Review pane